



GRIFFITH COLLEGE

Griffith College

Student Fees Office

Fee Information Pack

WHEN ARE MY FEES DUE?

- Learners are required to register and pay their fees in full before the start of the programme unless they wish to avail of a staged payment plan (see below for details on the staged payment plan available – Griffith College Direct Debit Scheme).
- Learners wishing to avail of a staged payment plan are required to pay the following minimum non-refundable deposit in order to register for their programme.
 - For Category Irish/European Full Time learners, the minimum non-refundable deposit is €2,000.00.
 - For Category Non EU Full Time learners, the minimum non-refundable deposit is €6,000.00.
 - For Category Part Time/Blended learners, the minimum non-refundable deposit is €1,500.00.
- Staged payment plans are not available to learners where the overall fee is less than the above deposit requirements. Terms & Conditions apply.
- Learners availing of the staged payment plan are required to have an approved Direct Debit scheme in place with the Student Fees Office before the start of the programme.
- Should a learner commence a programme and subsequently withdraw or defer from the programme at any stage of the academic year, they are liable for the full fees for the programme regardless of circumstances. If a learner is on a payment plan, full fees in accordance with that payment plan remain due.
- Student Loans – learners of Griffith College may also apply for a student loan to Donore Credit Union. For more information on the loan options available, please visit the Donore Credit Union website at www.donorecu.ie or contact them by email at info@donorecu.ie.

METHODS OF PAYMENT

You may pay your fees using any of the methods mentioned below:

- **Pay On-line** - learners may pay online by credit or debit card at www.griffith.ie/payonline.
- **Pay by Bank Transfer** – learners may pay by bank transfer into the College account for which the College bank details are:

Bank Name:	Bank of Ireland
Bank Address:	St. Stephen's Green, Dublin 2
Account Name:	Griffith College
Account No:	41482755
Sort Code:	90-00-84
Swift code:	BOFIE2D
IBAN No:	IE69 BOFI 9000 8441 4827 55

Please note: If you are using this method of payment, please remember to quote your name and learner number on all payment transfers to the College.

- **Sponsored Invoice Request Form** - If your employer/organisation is making a contribution towards your fees (be it a part contribution or full contribution) and should they require an invoice to be issued in their name, please download and complete the "Sponsorship Invoice Request Form" from the My Fees section of your my.griffith.ie portal and return it to the Fees Office, Griffith College. The Fees Office will then forward an invoice directly to the details as inserted on the form. Please note you should have authorisation from your employer/organisation before completing this form. Liability for all fees remain with the learner and this form does not constitute any binding agreement with the employer/organisation.
- **Pay by Direct Debit** – please see below for details on our Direct Debit Scheme.

WHAT IS A DIRECT DEBIT SCHEME AND HOW DOES IT WORK?

Simply, a Direct Debit is an instruction from you to your bank giving permission to Griffith College to collect your fees directly from your bank account. Once you have signed and returned the above mandate, Griffith College can then collect the fees from your bank account as per the schedule below. Under the Single Euro Payments Area (SEPA), all bank accounts must be identified by an International Bank Account Number (IBAN) and a Bank Identifier Code (BIC). The list of SEPA countries includes all 27 EU member states plus Switzerland, the UK, San Marino, Vatican City, Andorra, Monaco and the 3 EEA countries of Iceland, Norway and Liechtenstein.

- Please note a Direct Debit fee of €99.00 is applicable to all Direct Debit schemes. The fee is applicable per scheme and not per instalment). This fee will be invoiced separately on your account after you have registered. Payment of this amount must be made through your My Themis portal.
- Learners must complete the mandate at the point they are registering online with the College.
- Their fee account will then be updated with the payment plan on completion of registration which they can view within their My Financial Transactions menu (located in their My Themis portal).
- For your information, the Direct Debit scheme schedule is as follows:

A **Minimum Non Refundable Deposit** is due at point of registration:

For Category Irish/European Full Time learners, the amount payable in Instalment 1 is €2,000.00.

For Category Non EU Full Time learners, the amount payable in Instalment 1 is €6,000.00.

For Part Time/Blended learners, the amount payable in Instalment 1 is €1,500.00

The balance of fees is payable in 8 equal instalments as per the following schedule:

(if you pay more than the required minimum non refundable deposit at point of registration, your overall balance will be divided over 8 equal instalments).

For February 2025 intake learners, the schedule is as follows:

Instalment 1 due by direct debit on 1st March 2025

Instalment 2 due by direct debit on 1st April 2025

Instalment 3 due by direct debit on 1st May 2025

Instalment 4 due by direct debit on 1st June 2025

Instalment 5 due by direct debit on 1st July 2025

Instalment 6 due by direct debit on 1st August 2025

Instalment 7 due by direct debit on 1st September 2025

Instalment 8 due by direct debit on 1st October 2025

For September 2025 intake learners, the schedule is as follows:

Instalment 1 due by direct debit on 1st November 2025

Instalment 2 due by direct debit on 1st December 2025

Instalment 3 due by direct debit on 1st January 2026

Instalment 4 due by direct debit on 1st February 2026

Instalment 5 due by direct debit on 1st March 2026

Instalment 6 due by direct debit on 1st April 2026

Instalment 7 due by direct debit on 1st May 2026

Instalment 8 due by direct debit on 1st June 2026

(the schedule above for the September intake is subject to change)

- Please note that all unpaid direct debit payments are subject to an additional charge of €10.00 per unpaid transaction.

ACCESS TO COLLEGE SERVICES

Where a learner's fees are in arrears, the College reserves the right to restrict access to College services, to include Moodle access, exam access and results access.

2% LEARNER PROTECTION CHARGE

This charge is incurred to finance arrangements required under Part 6 of the Qualifications and Quality Assurance (Education and Training) Act, 2012, to ensure protection of enrolled learners.

QQI AWARD FEE

A QQI (Quality & Qualifications Ireland) Award Fee is applicable in the award stage of all QQI programmes. The fees applicable are as follows:

Minor, Special Purpose and Supplemental Awards -	€50.00
Higher Certificate -	€100.00
Ordinary Bachelor Degree -	€150.00
Honours Bachelor Degree/Higher Diploma/ Postgraduate Diploma/Masters Degree/Doctoral Degree -	€200.00

GENERAL DATA PROTECTION REGULATION (GDPR) – (EU) 2016/679

As a result of GDPR (General Data Protection Regulation – EU 2016/679), the Student Fees Office cannot disclose or discuss any information regarding your learner fees to a third party without a learner's consent. If you wish to nominate a third party, allowing consent for this information to be disclosed, the Student Fees Office must receive a "Student Fees Account Consent Form". This form is available for you to download from the "My Fees" section of my.griffith.ie. Please complete and return the form in electronic format to studentfees@griffith.ie or alternatively by post to Student Fees Office, Griffith College Dublin, South Circular Road, Dublin 8.

STUDENT FEES OFFICE – OPENING HOURS

The Student Fees Office opening hours are as follows:

Monday – 8.30am to 5.00pm
Tuesday – 8.30am to 5.00pm
Wednesday – 8.30am to 5.00pm
Thursday – 8.30am to 5.00pm
Friday – 8.30am to 5.00pm

Email: studentfees@griffith.ie

Telephone: 01 4163335